



**OFFICE OF THE CHIEF PROCUREMENT OFFICER
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO

1104821

Premier Catering & Events
5559 S. Aacher Ave
Suite 3
Chicago IL 60638

DATE

2/24/2015
F.O.B. POINT

PURCHASE ORDER NO.

191328 - 000- OP

REQUISITION NO.

00117009 OR

**COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K**

SHIP TO Office of the President
Cook County Building
118 N. Clark Street RM 537
Chicago IL 60602-1304

DELIVERY INSTRUCTIONS

Alexandrya Black
312.603.2827

DEPT NO

0101357

Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	CATERING SERVICES CONTRACT NO. 1526-14413 BREAKFAST - BUFFET STYLE CONTINENTAL BREAKFAST FOR 250 PEOPLE TO INCLUDE THE FOLLOWING: SEASONAL FRESH FRUIT DISPLAY ASSORTED QUICHE SLICES TO INCLUDE BACON AND SPINACH QUICHE FRENCH TOAST STICKS ASSORTED MINI MUFFINS, DANISH AND CROISSANTS ASSORTS BAGELS AND TEA BREADS WHIPPED BUTTER, ASSORTED JELLIES, CREAM CHEESE AND SYRUP ORANGE JUICE, GRAPEFRUIT JUICE, AND APPLE JUICE FRESHLY BREWED REGULAR AND DECAFFEINATED COFFEE, ASSORTMENT OF TEAS WITH HOT WATER, LEMON WEDGES, CREAM, SUGAR, SWEET AND LOW AND EQUAL HOT CHOCOLATE ACCESSORIES SHALL BE PROVIDED BY THE VENDOR AS FOLLOWS: ALL SERVING EQUIPMENT DISPOSABLE WARE - PLATES, FLATWARE, CUPS, NAPKINS KITCHEN EQUIPMENT 25 TABLE NUMBER STANDS PERSONNEL: 4 WAIT STAFF 1 PORTER LINENS (25) 120" ROUND ASST. COLOR LINEN CLOTHES (10) 72" X 120" IVORY LINEN TABLE CLOTHS (BANQUETS) (10) IVORY LINEN TABLE SKIRTS (BANQUETS) ALL CATERING COMPANIES THAT ARE CONTRACTED FOR PRIVATE EVENTS AT DCASE VENUES MUST HOLD A CURRENT OFF-PREMISE CITY OF CHICAGO CATERING/LIQUOR	.00 LO	.0000	4,425.00	0101357.521300

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the
items referenced are in full conformity with the purchase order/contract.

Authorized Signature:

Date:

I hereby certify that this purchase is in agreement with the requisition
on file authorizing the expenditure and is properly approved.
CHIEF PROCUREMENT OFFICER **Date:**

Shirley M. [Signature] 28 February 2015
CP



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Page 2 of 2

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ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
	<p>CHICAGO CERTIFICATE OF REGISTRATION</p> <p>ALCOHOL BEVERAGES MAY BE SERVED, BUT NOT SOLD</p> <p>CASH BARS ARE STRICTLY PROHIBITED</p> <p>Cook County, Description ALL CONTRACTED CATERING COMPANIES MUST ADD THE CITY OF CHICAGO, DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS, MB REAL ESTATE SERVICES INC., AND THEIR RESPECTIVE OFFICERS, EMPLOYEES AND AGENTS AS ADDITIONALLY INSURED FOR GENERAL LIABILITY FOR \$2,000,000.00</p> <p>THE CLIENT AGREES TO OBTAIN ALL NECESSARY LICENSES AND PERMITS, AND TO COMPLY WITH ALL LAWS WHEN HOSTING A PRIVATE EVENT, INCLUDING THOSE RELATED TO SERVING ALCOHOL. NON-COMPLIANCE SHALL RESULT IN THE IMMEDIATE CANCELLATION OR TERMINATION OF THE EVENT, WITHOUT ANY LIABILITY ON THE PART OF THE CITY OF CHICAGO. ALL CATERING COMPANIES MUST COMPLY WITH DCASE CATERING RULES AND REGULATIONS</p> <p>NO BUTANE, PROPANE CHARCOAL OR FLAMMABLE FUELS ARE ALLOWED IN ANY DCASE VENUES</p> <p>IF NEEDED, CATERING COMPANIES MAY UTILIZE THE LOADING DOCK AREAS WITH THIS TYPE OF EQUIPMENT, WITH PRIOR APPROVAL BY THE DCASE VENUE STAFF. ALL CATERING COMPANIES AGREE TO LOAD-IN, CLEAN AND UNLOAD IN ACCORDANCE WITH DCASE RULES AND REGULATIONS. CATERING IS PROCURED BY AND ACTING ON BEHALF OF THE CLIENT</p> <p>ALL CATERERS SHALL BE RESPONSIBLE FOR THE SET-UP AND BREAKDOWN OF ALL THEIR OWN EQUIPMENT AND FOOD PREPARATION STATIONS ON THE DAY OF THE EVENT</p> <p>DELIVERY AND SET-UP LOCATION: CHICAGO CULTURAL CENTER 78 EAST WASHINGTON CHICAGO, IL</p> <p>EVENT WILL BE ON THURSDAY, MARCH 5, 2015 FROM 8:30 A.M. TO 10:00 A.M. SET UP TIME: 6:30 A.M.</p>				
***** Total Order *****				4,425.00	

Purchase Requisition Office of the Purchasing Agent Cook County of Illinois

Purchase Order Number

191328

Requisition # OR 117009 Contract # 1526-14413 Open Date

Ship To: 8000000 President - Office of Cook County Building 118 N. Clark Street RM 537 Chicago IL 60602-1304
Delivery Instructions: Alexandra Black 312.603.2827
Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number
Bid/Sole Src Code NCR
Business Unit 0101357
Internal Req Number
Board App Date & Item 1/27/2015
Requisition Date 1/27/2015
Date Needed

One Time Purchase Yes No Covers Needed for months Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Line # 1.000 962

Commodity Description Catering Services

Bal. on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Budget Account

RECEIVED
OFFICE OF THE
PURCHASING AGENT
JAN 27 PM 2:44

Commission on Women's Issues | Unsung Heroine Breakfast 2015
Chicago Cultural Center - 78 E. Washington
Thursday, March 5, 2015 | 8:30am - 10am
Set Up Needed at 6:30am

A. Breakfast | Buffet Style Continental Breakfast for 250 people to include the following:

Seasonal Fresh Fruit display

Assorted quiche slices to include bacon and spinach quiche

French Toast Sticks

Assorted mini muffins, Danish and Croissants

Assorted bagels and tea breads

Whipped butter, assorted jellies, cream cheese and syrup

Orange Juice, Grapefruit Juice, and Apple Juice

Freshly brewed regular and decaffeinated coffee, assortment of teas with hot water, lemon wedges, cream, sugar, Sweet and Low and Equal

Hot Chocolate

B. Accessories Shall be provided by the vendor as follows:

All serving equipment

Disposable ware - plates, flatware, cups, napkins

Kitchen equipment

25 Table number stands

C. Personnel

4 Wait Staff

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriated by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

REQUISITION #

BUREAU OF DEPARTMENT NEED

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

Purchase Requisition Office of the Purchasing Agent Cook County of Illinois

Purchase Order Number

Buyer Number
Business Unit
NCR
0101357

Requisition # **OR 117009** Contract #

Ship To: 80000000 President - Office of Cook County Building
118 N. Clark Street RM 537
Chicago IL 60602-1304

Supplier: 299999 TEAM LEAD MAILBOX

Internal Req Number
Board App Date & Item
Requisition Date
Date Needed
1/27/2015
1/27/2015

One Time Purchase Yes No Covers Need for months. Specific Period of time thru

Prior Contract No.

Expiration Date

Emergency No.

Line # Commodity Description

Qty. on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

- 1 Porter
- D. Linens
- (25) 120" Round Asst. Color Linen Clothes
- (10) 72" x 120" Ivory Linen Table Cloths (Banquets)
- (10) Ivory Linen Table Skirts (Banquets)

Total of Items Ordered 6,600.00

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and that it is sufficient to cover the balance of the account to grant same.

REQUISITION

BUREAU DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY